

## **Public Utilities Branch**



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## Public Utilities Branch



### Description

The Deputy Chief Operating Officer for Public Utilities Branch, previously known as the Public Works and Utilities Branch, is responsible for overseeing day-to-day City operations for the Public Utilities Branch which includes the following departments: Environmental Services; Public Utilities; Transportation; and Storm Water.

The performance indicators for this branch are maintained at the department-level and can be found in the "Key Performance Indicators" section of each respective department's budget pages.

***The vision is:***

World-class infrastructure and sustainable communities for all

***The mission is:***

To effectively manage the City's infrastructure and related services

## Goals and Objectives

**Goal 1: *Provide quality, safe, reliable infrastructure and related services***

- Protect the environment through timely and effective response
- Manage the water cycle
- Manage the solid waste system
- Manage transportation and storm water networks
- Manage facilities
- Provide high-quality service

**Goal 2: *Effectively coordinate and invest in infrastructure***

- Create and invest in citywide infrastructure asset management
- Provide timely and efficient delivery of projects
- Promote mobility improvements
- Develop smart and green infrastructure
- Coordinate with regional partners

**Goal 3: *Sustain a resilient organization***

- Maximize water and wastewater independence
- Prepare and respond to climate change
- Foster a high-performance culture with a motivated and innovative workforce
- Promote fiscal stability
- Develop a balanced, multi-modal transportation network

# Public Utilities Branch

## Department Summary

|                                      | FY2019<br>Actual  | FY2020<br>Budget  | FY2021<br>Adopted | FY2020-2021<br>Change |
|--------------------------------------|-------------------|-------------------|-------------------|-----------------------|
| FTE Positions (Budgeted)             | 2.00              | 2.00              | 1.50              | (0.50)                |
| Personnel Expenditures \$            | 358,162           | \$ 357,915        | \$ 317,447        | \$ (40,468)           |
| Non-Personnel Expenditures           | 49,114            | 203,384           | 125,076           | (78,308)              |
| <b>Total Department Expenditures</b> | <b>\$ 407,276</b> | <b>\$ 561,299</b> | <b>\$ 442,523</b> | <b>\$ (118,776)</b>   |
| <b>Total Department Revenue</b>      | <b>\$ -</b>       | <b>\$ 292,221</b> | <b>\$ 410,628</b> | <b>\$ 118,407</b>     |

## General Fund

### Department Expenditures

|                             | FY2019<br>Actual  | FY2020<br>Budget  | FY2021<br>Adopted | FY2020-2021<br>Change |
|-----------------------------|-------------------|-------------------|-------------------|-----------------------|
| Public Works & Utilities \$ | 407,276           | \$ 561,299        | \$ 442,523        | \$ (118,776)          |
| <b>Total</b>                | <b>\$ 407,276</b> | <b>\$ 561,299</b> | <b>\$ 442,523</b> | <b>\$ (118,776)</b>   |

### Department Personnel

|                          | FY2019<br>Budget | FY2020<br>Budget | FY2021<br>Adopted | FY2020-2021<br>Change |
|--------------------------|------------------|------------------|-------------------|-----------------------|
| Public Works & Utilities | 2.00             | 2.00             | 1.50              | (0.50)                |
| <b>Total</b>             | <b>2.00</b>      | <b>2.00</b>      | <b>1.50</b>       | <b>(0.50)</b>         |

### Significant Budget Adjustments

|  | FTE    | Expenditures | Revenue |
|--|--------|--------------|---------|
| <b>Non-Discretionary Adjustment</b>  | 0.00   | \$ 14,774    | \$ -    |
| Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent. |        |              |         |
| <b>Pay-in-Lieu of Annual Leave Adjustments</b>   | 0.00   | 881          | -       |
| Adjustment to expenditures associated with projected compensation in-lieu of the use of annual leave.  |        |              |         |
| <b>Salary and Benefit Adjustments</b>  | 0.00   | (1,351)      | -       |
| Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.  |        |              |         |
| <b>Support for Information Technology</b>  | 0.00   | (8,887)      | -       |
| Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.  |        |              |         |
| <b>Executive Assistant Reallocation</b>  | (0.50) | (39,998)     | -       |
| Reallocation of 0.50 Executive Assistant to align with time spent in support of Branch offices.  |        |              |         |

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## Significant Budget Adjustments

|  | FTE           | Expenditures        | Revenue           |
|--|---------------|---------------------|-------------------|
| <b>Reduction of Contractual Services</b>   | 0.00          | (84,195)            | -                 |
| Reduction of non-personnel expenditures associated with the Enterprise Asset Management (EAM) Project.                     |               |                     |                   |
| <b>Cost Allocation of Branch Management Expense</b>  | 0.00          | -                   | 118,407           |
| Addition of revenue associated with the cost allocation of branch management expenditures to non-general fund departments. |               |                     |                   |
| <b>Total</b>   | <b>(0.50)</b> | <b>\$ (118,776)</b> | <b>\$ 118,407</b> |

## Expenditures by Category

|                               | FY2019<br>Actual  | FY2020<br>Budget  | FY2021<br>Adopted | FY2020-2021<br>Change |
|-------------------------------|-------------------|-------------------|-------------------|-----------------------|
| <b>PERSONNEL</b>              |                   |                   |                   |                       |
| Personnel Cost                | \$ 285,680        | \$ 274,328        | \$ 248,227        | \$ (26,101)           |
| Fringe Benefits               | 72,482            | 83,587            | 69,220            | (14,367)              |
| <b>PERSONNEL SUBTOTAL</b>     | <b>358,162</b>    | <b>357,915</b>    | <b>317,447</b>    | <b>(40,468)</b>       |
| <b>NON-PERSONNEL</b>          |                   |                   |                   |                       |
| Supplies                      | \$ 3,510          | \$ 2,220          | \$ 2,220          | -                     |
| Contracts                     | 17,946            | 184,263           | 102,939           | (81,324)              |
| Information Technology        | 18,006            | 8,887             | 11,744            | 2,857                 |
| Energy and Utilities          | 3,953             | 3,014             | 3,173             | 159                   |
| Other                         | 5,700             | 5,000             | 5,000             | -                     |
| <b>NON-PERSONNEL SUBTOTAL</b> | <b>49,114</b>     | <b>203,384</b>    | <b>125,076</b>    | <b>(78,308)</b>       |
| <b>Total</b>                  | <b>\$ 407,276</b> | <b>\$ 561,299</b> | <b>\$ 442,523</b> | <b>\$ (118,776)</b>   |

## Revenues by Category

|              | FY2019<br>Actual | FY2020<br>Budget  | FY2021<br>Adopted | FY2020-2021<br>Change |
|--------------|------------------|-------------------|-------------------|-----------------------|
| Transfers In | \$ -             | \$ 292,221        | \$ 410,628        | \$ 118,407            |
| <b>Total</b> | <b>\$ -</b>      | <b>\$ 292,221</b> | <b>\$ 410,628</b> | <b>\$ 118,407</b>     |

## Personnel Expenditures

| Job<br>Number                            | Job Title / Wages              | FY2019<br>Budget | FY2020<br>Budget | FY2021<br>Adopted | Salary Range        | Total             |
|--|--------------------------------|------------------|------------------|-------------------|---------------------|-------------------|
| <b>FTE, Salaries, and Wages</b>          |                                |                  |                  |                   |                     |                   |
| 20001118                                 | Deputy Chief Operating Officer | 1.00             | 1.00             | 1.00              | \$ 63,127 - 239,144 | \$ 208,083        |
| 20000924                                 | Executive Assistant            | 1.00             | 1.00             | 0.50              | 46,475 - 56,208     | 27,258            |
|  | Vacation Pay In Lieu           |                  |                  |                   |                     | 12,886            |
| <b>FTE, Salaries, and Wages Subtotal</b> |                                | <b>2.00</b>      | <b>2.00</b>      | <b>1.50</b>       |                     | <b>\$ 248,227</b> |

|                                | FY2019<br>Actual | FY2020<br>Budget | FY2021<br>Adopted | FY2020-2021<br>Change |
|--------------------------------|------------------|------------------|-------------------|-----------------------|
| <b>Fringe Benefits</b>         |                  |                  |                   |                       |
| Flexible Benefits              | \$ 25,052        | \$ 29,476        | \$ 21,450         | \$ (8,026)            |
| Long-Term Disability           | -                | -                | 816               | 816                   |
| Medicare                       | 4,232            | 3,803            | 3,412             | (391)                 |
| Other Post-Employment Benefits | 11,018           | 12,250           | 9,439             | (2,811)               |
| Retiree Medical Trust          | 625              | 656              | 582               | (74)                  |

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|                                     | FY2019<br>Actual | FY2020<br>Budget | FY2021<br>Adopted | FY2020-2021<br>Change |
|-------------------------------------|------------------|------------------|-------------------|-----------------------|
| Retirement 401 Plan                 | 2,199            | 2,623            | 2,081             | (542)                 |
| Retirement ADC                      | 24,496           | 31,371           | 26,489            | (4,882)               |
| Risk Management Administration      | 1,860            | 2,410            | 1,588             | (822)                 |
| Supplemental Pension Savings Plan   | 2,303            | -                | 2,507             | 2,507                 |
| Unemployment Insurance              | 411              | 404              | 356               | (48)                  |
| Workers' Compensation               | 287              | 594              | 500               | (94)                  |
| <b>Fringe Benefits Subtotal</b>     | <b>\$ 72,482</b> | <b>\$ 83,587</b> | <b>\$ 69,220</b>  | <b>\$ (14,367)</b>    |
| <b>Total Personnel Expenditures</b> |                  |                  | <b>\$ 317,447</b> |                       |



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